Prepared by; Iowa Department of Natural Resources ***CONFIDENTIAL (when complete)***

Iowa DNR Public Water System Security Inspection Check List

System Name: _____

County: _____

Completed by: _____

PWSID# _____

Date:_____

System Component Covered:

___ Water Treatment Plant
___ Wastewater Treatment Plant
___ Distribution System
___ Collection System
___ Full System

(Other) _____

	Yes	No	N/A	Comments
1.Structures:				
a. Are all structures always locked ?				
b. Are alarms set?				
c. Are "Authorized Personnel Only " Signs posted at entrance to all facilities?				
d. Are important telephone numbers posted on outside of each building and/or on inside of fence, readily visible for emergency use by the public?				
e. Is each well and/or surface intake area physically inspected at least once per day?				
f. Is watershed adequately patrolled?				
g. Are all facilities regularly and thoroughly inspected, including those portions not readily visible?				
h. Where possible, is every access to water (outside clairfier, clearwell, reservoir, manhole, etc,) locked or fenced?				
i. Is protection provided (i.e., with concrete barriers) to prevent a speeding vehicle (Is the facility driveway similarly protected) from hitting plant or other facilities?				
j. Are all chemicals stored outside protected from vandalism and accidents?				
k. Are all existing emergency interconnections to other water supply sources functional and exercised on a regular basis?				
l. Are all treatment plants, storage tanks, pump stations and other remotely located facilities connected to a main control station via tele-metering, SCADA, or equivalent?				
m. Is a backup or exterior connection for electrical power supply provided?				
n. Is an electronic power outage alarm sent to a 24-hr. dispatch center?				
o. Are fire/ smoke alarms provided at all structures and sent to a 24 hr. staffed center?				
p. Is a finished water chlorine residual low-level alarm provided?				

q. Is each employee issued a personal safety device or PASS alarm? The device is wireless body button that can be activated in the event of an emergency. Connected to an alarm company, the dispatcher can speak to their employee and/or dispatch emergency personnel?				
r. Are all buildings (including walls, roof, windows, etc.) constructed to commercial grade standards? (not residential)				
s. Are all solar panel, roof vents, and other potential roof openings covered with bars or other materials to limit access?				
t. Keys: 1) Are distribution and number of keys known and controlled?				
2) Are all keys labeled as "Do Not Duplicate"?				
3) Are local police departments provided with access keys, or given numbers, page out or cell, to reach employees?				
4) Are keys always removed from all unattended equipment?				
u. Fencing: 1) Are entire perimeters of treatment plant property, physical walls, storage tank, and wellhead adequately fenced and gate(s) kept locked?				
2) Is all fencing 10 ft. high, with inward-facing barbed wire on top, including on entrance gate(s)?				
3) Is all fencing, including gates(s), secure to ground to prevent access under gate(s)?				
4) Is fence at least 4' higher than any structure or landscaping located directly outside of fence which may provide climbing access over fence?				
5) Is fence at least 6' away from any structure or landscaping located directly outside of fence which may provide climbing access over fence?				
6) Are all openings under fences secured from entry?				
7) Is all landscaping placed in a manner as not to hide structures or treatment processes?				
8) Are all culverts, storm sewers, and drainage pipes secured with security bars to restrict access?				
v. **LIGHTING**:				
1) Is entire perimeter of treatment plant property illuminated with street- type lighting fixtures?				
2) Is entire perimeter of treatment plant illuminated so that all shadows and dark areas are eliminated?				
3) Is lighting mounted at approximately a second story level?				

4) Are exterior light bulbs of commercial grade and break resistant?				
5) Is lighting provided in parking lots, treatment bays, and other areas with limited staffing?				
w. **Entrance doors**				
1) Built of commercial grade with metal frame fire rated construction?				
2) Outside hinges hidden/protected from vandalism?				
3) Fitted tightly and free from mail slot and excessive air gaps, including at floor/threshold?				
4) Provided with push ("panic") bar release on inside of door?				
5) Visitor entrances provided with a doorbell?				
6) Doors and locks in good condition?				
7) Electronically controlled so that each employee must use swipe card and enter a P.I.N. number to enter the plant? A computer should store the date, time, and employee who metered the plant?				
x. Windows				
1) Are all windows (including on Doors covered with metal security mesh?				
2) In case broken or opened, are all widows wired to loud audible alarm and to automatic telephone dialer or central station alarm?				
y. **Electronic surveillance**				
1) Is entire perimeter of treatment plant installed with infrared motion sensors in area between building and fence?				
2) Are infrared motion sensors electrically connected to automatic telephone dialer or central station alarm company?				
3) Is a video system provided to monitor property perimeter, which are either always on or activated by connection to infrared motion sensors?				
4) Is a video system provided to monitor all vital parts of the plant, including the main entrance and control room and recorded on a slow speed security VCR (tapes not reused, nor recycled for predetermined time)?				
2) SECURITY FORMS:				
a. Are emergency telephone numbers (including ambulance, police, fire, haz-mat, FBI, spill response) current and prominently displayed at each telephone?				
b. Are MSDS and chemical response information present for all stored chemicals?				
c. **Written Plans**				
1) Is a chain of command and emergency call list established, updated annually and prominently displayed (must include 24/7 telephone numbers for system superintendent and chief municipal officer)?				
2) Does a written security program plan exist, are employees frequently trained in the plan, and is the plan re-evaluated periodically?				

3) Is a plan in place to notify customers, after the state department of health determines a positive on the sample?				
4) Are all employees, including Customer Service staff, trained and checklists provided on how to handle a threat if called in? Practice drills should be exercised frequently.				
5) Are detection, response, and notification issues discussed with public health officials and a protocol established?				
d. **Reporting the Emergency**				
1) Do you have the numbers to report emergencies to the state DNR?				
2) Do you have a checklist to gather information from the caller on threats, bomb threats?				
3) Do you have caller I.D.?				
3) Procedures:				
a. Can operational procedure times be varied so as not to reveal working patterns?				
b. Is a daily log used and initialed by the last person who leaves the plant to verify that all (specific) doors and windows are locked, are appliances shut down, nightlights are on, and that entrance door is licked and alarm on?				
c. Is all mail opened off-site, at a non-water-related facility?				
d. Are all employees fully aware of the importance of reporting to the DNR any unusual entry point or distribution system monitoring result (such as chlorine residual), unusual customer complaint on water quality, or illness among the utility customers that may be associated with the water? An event log should be maintained.				
e. Is access controlled to computer networks and control systems, and passwords changed frequently				
f. law enforcement agencies:				
1. Are police departments (both daytime and nighttime coverage's) familiar with system facilities; do they conduct routine patrol of facilities and, are protocols established for reporting and responding to threats and other emergencies (and updated annually)				
2. Are staffs aware, that they are to immediately report to the police and FBI any criminal threat, security breach, suspicious behavior, or attack on their water utilities?				
3. Are copies of operational procedures, including contacts and current telephone numbers, provided to police departments and emergency management personnel?				
4. Was a system facilities security survey conducted?				
g. Employees:				
1) Are employees uniformed?				
2) Does each employee display their sealed photo				

ID at all times? (are employees uniformed)				
3) Are background security checks conducted on employees at hiring and periodically thereafter?				
4) Upon employee termination, are pass codes changed, keys, access cards returned, and is counseling available for the disgruntled employees?				
h. Non- employee access:				
1) Is a visitor and contractor access policy established for employees to limit/question/scrutinize stranger(s) in facilities? In the event that an unscheduled visitor or stranger arrives after normal business hours the employee should use the intercom for initial contact. No one should be admitted unless they have the proper credentials and clearance.				
2) Are all chemical and other supply deliverers required to show proper identification and sign-in?				
3) Do system personnel observe delivery personnel during delivery and until delivery personnel leave property?				
i. Neighbors:				
1) Are important facility telephone numbers given to neighbors of all system facilities?				
2) Is an informal "neighborhood watch" program established around each system facility?				
3) Is character of all neighbors considered/evaluated?				
4) Cyber/ SCADA Systems				
a. Are systems put in place as firewalls to protect outsider's from gaining access to phone line transmission sites to the SCADA program?				
b. Is dish signals protected from outside sources dialing in on the frequencies used on your system?				
c. Do you have a link to another system, such as PC Anywhere or any comparable system that allows maintenance from outside service providers?				
d. Are you able to disconnect the communication line from service providers when not in use?				
e. Have you trained staffs on running the system in hand operation? Was the system designed to operate in hand mode, as well as in the programmed automatic mode?				
f. Do you have back up computers				
g. Do you have web site information that if put into the wrong viewer, could disrupt any of your operations?				
5) Other:				
a. Were all system facilities (treatment plants, wellheads, meter pits, pump stations, reservoirs, storage tanks, etc.) considered during completion of this form?				
b. Are separate forms being prepared for other system components?				
c. Are maps, as built drawings, records, O&M's, SOP's, financial records, and checklist in secure places?				

d. Are vehicles secured, and properly identified?				
e. Do you have your Vulnerability Assessments complete,and sent to EPA?				
f. Do you have your VA Certification sent to EPA?				
g. Do you have your Emergency response plan complete?				
h. Is your Vulnerability Assessment Plan part of your Emergency Response plan?				
i. Is your Emergency Response Plan Certification sent to EPA				
j. Are your plans accessible to all employees that would have need in case of an event?				
k. Does your emergency plan include plans for; source protection, sampling, monitoring, emergency, contingency, repair, replacement, and contamination assessments?				
l. Are parts inventories adequate?				
m. Are all tower vents and air vents screened?				
n. Are you able to increase chlorine in the system if needed?				
o. Does your system have a written cross connection control plan, including inspections?				
p. Does your system have procedures on hydrant authorization and usage?				

This form is not to be considered a complete or comprehensive evaluation, **and is not meant to serve all sized water systems.**

Population of System _____

Administrated by: Water Board _____ Governmental _____